



International Network of Children's Ministry

POSITION – Event Coordinator

Location: Remote (with required event travel)

Classification: Part-time (20-24 hours/week) / Non-Exempt

Compensation: Based on relevant experience

The International Network of Children's Ministry (INCM) exists to connect children's ministry leaders to training, resources, and community. Through initiatives like the Children's Pastors Conference (CPC), myINCM (INCM's Membership), on-demand courses, Children's Ministry Certifications, and more, INCM equips leaders to make a lasting impact on the next generation for Christ.

OBJECTIVE

The Event Coordinator plays a key role in planning and executing INCM's Children's Pastors Conference (CPC), working closely with the Executive Director, staff, and external vendors to ensure a well-organized and excellent conference experience. This position manages event logistics, coordinates operational details, maintains planning timelines, and helps ensure the many moving pieces of CPC come together successfully. The Event Coordinator also supports logistics for internal team gatherings and additional INCM events as needed.

GIFTS

In addition to *spiritual maturity*, the gifts most critical to this position are Service, Administration, and Communication and Strategic Leadership.

CORE COMPETENCIES

Event Planning & Execution • Project Management • Organization • Attention to Detail • Vendor & Venue Coordination • Communication • Collaboration • Problem Solving • Commitment to Excellence

ESSENTIAL DUTIES AND RESPONSIBILITIES

EVENT PLANNING, OPERATIONS & EXECUTION

- Manage CPC planning timelines, logistical details, deadlines, and deliverables, coordinating across INCM staff, vendors, and contractors.
- Coordinate venue and vendor logistics, including meeting spaces, food and beverage, production needs, equipment, and event schedules.
- Oversee conference materials, signage, supplies, ordering, shipping, and onsite preparation.

- Coordinate onsite event operations, including setup, room transitions, troubleshooting, load-in, load-out, ensuring an excellent conference experience.
- Maintain organized event plans, systems and documentation, track expenses within approved budgets, and identify opportunities to improve processes.
- Research and evaluate future CPC venues, coordinate proposals and site visits, and support hotel contract negotiations.
- Support logistics for INCM team gatherings and additional events as needed.

REQUIREMENTS

- 3 or more years of professional experience planning and coordinating conferences or complex events, including venue and vendor logistics and onsite execution.
- Strong project management and organizational skills, with the ability to manage multiple priorities, maintain timelines, and consistently meet deadlines.
- Excellent written and verbal communication skills, with the ability to build positive working relationships and collaborate effectively with staff, vendors, and external partners.
- Strong attention to detail, problem-solving skills, and the ability to anticipate needs and respond effectively to changing circumstances.
- Proficiency with spreadsheets, shared documents, project management tools, and digital planning systems.
- Ability to work independently, take initiative, and manage responsibilities effectively while collaborating with a remote team.
- Willingness and ability to travel to CPC each January and participate in occasional site visits or organizational gatherings as needed.
- A growing follower of Jesus Christ who aligns with INCM's Statement of Faith and shares a passion for children's and family ministry.

PREFERRED QUALIFICATIONS

- Experience coordinating large-scale, multi-day conferences or conventions with concurrent sessions and complex logistical needs.
- Experience sourcing conference venues, evaluating hotel proposals, negotiating event contracts, and managing event budgets.
- Experience within a nonprofit, ministry, or volunteer-supported organization.

RELATIONSHIPS

Reports to the Executive Director and collaborates closely with INCM staff, venue representatives, vendors, contractors, and volunteers.